

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Chief of Administration

DATE: 4 September 1953

FROM : Deputy Chief of Logistics

SUBJECT: Overtime

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1. With reference to these reports I have attached a suggested draft of a memorandum to the Acting DD/A. I feel that your suggested instruction [ ] is altogether too brief and implies that no previous effort has been made to control the use of overtime. Suggest that:

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a. Par 1 GENERAL be as follows: The provisions of CIA Regulation [ ] establish the agency's policy and procedure for the utilization and approval for overtime. The purpose of this instruction is to establish office policy within the restrictions of the above cited regulation and to delegate responsibility for assurance of compliance therewith.

b. Par 2 POLICY should be expanded to include at least the following:

(1) Full utilization will be made of the normal working hours of each employee. Overtime will be authorized only to meet emergency requirements.

(2) Overtime will not be authorized on a recurring or automatic basis except when authorized by the Chief of Logistics for each particular instance.

(3) Requests for overtime will be submitted - (on particular day as required for the pay period involved).

c. Par 3 RESPONSIBILITY. This should definitely place the responsibility on the Division Chiefs. It should charge the Chief of Admin to maintain current data as to the approved recurring overtime. It should fix responsibility on Division Chiefs not to exceed their monetary allotment of funds.

2. In event you have any further questions on preparation of this instruction, please see me.

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